



# **City of Pleasant Hill**

## **Master Fee Schedule**

Adopted by Resolution No. 40-08  
June 16, 2008

Effective August 16, 2008

## City-wide Fees

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Appeals</b>		PHMC 18.130 & PHMC1.10	
Appeal to City Council	01-4190		\$292
Appeal/Referral to any City Commission	01-4190		\$145
Calls for Review	01-4190		\$0
Appeal of staff determination to City Manager	01-4190		\$0
<b>Photocopies</b>			
Paper Copies*	01-4990	GC § 6253	\$.10 per page
Oversized Copies	01-4990		Actual cost
Maps*	01-4060	GC § 6253	Actual cost
<b>Duplication of Public Meeting Recordings</b>			
Audiotape	01-4190		Actual cost
Videotape	01-4190		Actual cost
<b>Notary Fee*</b>	01-4190	GC § 8211	\$10
<b>Automation Fee Surcharge (Accela)</b>	01-4102	GC § 66014	7% of all permit fees

\* Not subject to annual CPI adjustment

## Planning Division

Authority for all Planning Division Fees: GC § 66014 and PHMC 18.75 plus authority cited

Note: A deposit for fees collected on an hourly basis may be collected at the outset of a project based on a reasonable estimate of the fees to be incurred

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Use Permit</b>		PHMC 18.95	
Minor	01-4010		\$895
Major	01-4010		\$1,835
Temporary	01-4010	PHMC 18.100	\$34
Adult Use	01-4010	PHMC 18.70	\$1,835
<b>Variances</b>		PHMC 18.110	
Minor	01-4010		\$691
Major	01-4010		\$1,190
<b>Subdivisions – Tentative Tract Maps</b>		PHMC 17.020.070 & 17.025; GC § 66451.2	
Minor	01-4020		\$122 per hour
Major	01-4020		\$122 per hour
<b>Lot Line Adjustment</b>	01-4140	PHMC 17.020.070 & 17.05.050	\$122 per hour
<b>Rezoning</b>	01-4010	PHMC 18.125	\$2,596
<b>General Plan Amendment</b>	01-4010	GC § 65358	\$2,596
<b>General Plan Update Fee</b>	01-4010	GC § 66014	0.1% of <b>Building Permit Fee</b> construction value
<b>Architectural Review</b>			
Sign Permit	01-4010	PHMC 18.105	\$503
Master Sign Program	01-4010	PHMC 18.105	\$503
Residential	01-4010	PHMC 18.115	\$884

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Commercial	01-4010	PHMC 18.115	\$122 per hour
<b>Sign Permits</b>		PHMC 18.105	
Temporary Sign Permit*	01-4010		\$0
Sign Permit with approved Master Sign Program	01-4010		\$112
<b>Development Plans</b>	01-4010	PHMC 18.90	\$1,835
<b>Planned Unit Development</b>		PHMC 18.30	
Plan	01-4010		\$3,457
Amendment	01-4010		\$2,596
<b>Zoning Permits</b>		PHMC 18.85	
Over the Counter*	01-4125		\$0
Plan Check – Residential	01-4125		\$112 (collected with building permit fees)
Plan Check- Commercial	01-4125		\$218 (collected with building permit fees)
<b>Home Occupation Permits</b>		PHMC 18.20	
Over the counter (no public hearing)	01-4010		\$68
Over the counter (public hearing required)	01-4010		\$168
<b>Tree Removal Permits</b>	01-4010	PHMC 18.50.110	\$34
<b>Annexations</b>	01-4010	GC § 66014	\$122 per hour
<b>Extensions of Approved Permit</b>			
Use Permit	01-4010	PHMC 18.95	\$213
Variance	01-4010	PHMC 18.110	\$213

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Architectural Review	01-4010	PHMC 18.115	\$213
Tentative Tract Map	01-4020	PHMC 17.25.080	\$437
Planned Unit Dev.	01-4010	PHMC 18.30	\$437
Rezoning	01-4010	PHMC 18.125	\$437
<b>Expedited Application Process at Applicant's Request</b>	01-4010	GC § 66014; GC § 66451.1	Actual cost + 30%
<b>Environmental Review</b>		GC § 66014	
Negative Declaration	01-4010		\$1,086
Environmental Impact Report	01-4010		Actual cost + 30%
Fish & Game Fees*	01-4010	Pub. Res. § 21089	
EIR*	01-4010		\$2,606.75
Negative Declaration*	01-4010		\$1,876.75
Categorical Exemption Finding*	01-4010		\$50
DeMinimis Impact*	01-4010		\$50
<b>Inclusionary Housing</b> Note: 18.20.060 (G)2.d. fee adjusted (up to 3 years in a row) by City Manager based on the percentage change in building Valuation Data published by International Code Council (not CPI).	01-4010	PHMC 18.20.060(G)	\$311,205 Per affordable housing unit not constructed
<b>Shopping Cart Plan Review</b>	01-4010	PHMC 7.35.060 (D)	\$122 per hour

## Code Enforcement

\* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Public Nuisance Abatement</b>		PHMC 7.05, 7.10, 7.30	
Actual Costs and Expenses of Abatement including but not limited to the following:			
Notice to Abate	01-4129		\$78
Re-inspection	01-4129		\$78 per inspection
Administrative Hearing	01-4129		\$0
Preparation of Abatement Warrant	01-4129		\$313
Abatement	01-4129		Actual cost + 30%
Cost of imposing lien	01-4129		\$68 + County charge (if any)
Additional staff administrative time not covered above	01-4129		\$78/hour + actual costs for Code Enforcement \$68/hour + actual costs for Finance employees
<b>Vehicle Abatement</b>		PHMC 7.15	
Actual administrative costs and expenses of abatement including but not limited to the following:			\$78/hour + actual costs
1 <sup>st</sup> inspection	29-3640		No charge
2 <sup>nd</sup> inspection	29-3640		\$78
Cost of Removal	29-3640		Actual cost + 30%
<b>Confiscated Signs</b>	01-4129	PHMC 18.60.100	\$34 per sign

## Building Fees

Service/Application	Revenue Code	Legal Authority	Current Fee
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\* Not subject to annual CPI adjustment

<b>Building Permit Fee</b> (based upon project value)	01-3250	GC § 66014 PHMC 14.05.030 H&S § 17951 CBC § 107.1	
\$1-500			\$56
\$510-2,000			\$56 for the first \$500 plus \$3.41 for each additional \$100, or a fraction thereof, to and including \$2,000
\$2,001-\$25,000			\$77.48 for the first \$2,000 plus \$15.67 for each additional \$1,000, or a fraction thereof, to and including \$25,000
\$25,001-\$50,000			\$437.79 for the first \$25,000 plus \$11.30 for each additional \$1,000, or a fraction thereof, to and including \$50,000
\$50,001-\$100,000			\$720.33 for the first \$50,000 plus \$7.84 for each additional \$1,000, or a fraction thereof, to and including \$100,000

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
\$100,001-\$500,000			\$1,111.96 for the first \$100,000 plus \$6.27 for each additional \$1,000, or a fraction thereof, to and including \$500,000
\$500,001-\$1,000,000			\$3,607.23 for the first \$500,000 plus \$5.30 for each additional \$1,000, or a fraction thereof, to and including \$1,000,000
\$1,000,001 and up			\$6,275.92 for the first \$1,000,000 plus \$4.08 for each additional \$1,000, or a fraction thereof
<b>Building Plan Check Fee</b>	01-3250	GC § 66014	80% of Building Permit Fee
Pre-plan review for projects valued over \$1,000,000			\$90 per hour
<b>Electrical Permits</b>	01-3270	GC § 66014 PHMC 14.20.020 H&S 17951	16% of Building Permit Fee
Temporary power service			\$56
Minimum electrical permit (upgrade to existing system)			\$56

\* Not subject to annual CPI adjustment



<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
<b>Mechanical Permits</b>	01-3280	GC § 66014 PHMC 14.10.020 H&S 17951	12% of Building Permit Fee
Minimum mechanical permit (upgrade to existing system)			\$56
<b>Plumbing Permit</b>	01-3260	GC § 66014 PHMC 14.25.020 H&S 17951	14% of Building Permit Fee
Minimum plumbing permit (upgrade to existing system)			\$56
<b>Re-Roofs</b>	01-3250	GC § 66014	
Residential			\$78
Commercial (based upon project value)			See building permit fee
<b>Title 24 Energy Inspections</b>	01-3255	GC § 66014 CFR Title 24	
Underfloor Insulation			\$50
Wall and/or Attic Insulation			\$50
Plan Check for Title 24 Requirements			\$91 per hour
<b>Strong Motion Instrumentation Tax (SMI) (State of CA fee forwarded quarterly) *</b>	01-2160	PRC § 2705	
Residential			
1 <sup>st</sup> \$7,215 in value			\$0.50
Each additional \$1,000 in value or portion thereof			\$0.07

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
<b>Strong Motion Instrumentation Tax (Continued)</b>			
Commercial			
1 <sup>st</sup> \$7,215 in value			\$1.00
Each addition \$1,000 in value or portion thereof			\$0.15
<b>Building Re-inspections</b>	01-3240	GC § 66014; CBC § 108.8	\$91 per hour
<b>Code Compliance Inspection</b> (for inspection of entire construction site for compliance with building and planning codes; written report)	01-3240	GC § 66014	\$91 per hour (minimum two hours)
<b>Reinstatement of Expired Permit</b>	01-3250	GC § 66014 CBC § 106.4.4	50% of original permit fee
<b>30 Day Lock</b> (City safety inspection before PG&E can turn on utilities)	01-3240	GC § 66014	\$56
<b>House Moving or Oversized Load</b>	01-3390	PHMC 14.45	
Initial inspection fee		PHMC 14.45.030	\$91 per hour
Permit Fee		PHMC 14.45.040	\$588
Other		PHMC 14.45.090	Hourly rate for city personnel

\* Not subject to annual CPI adjustment

## Engineering Services

Authority for all Engineering Services Fees: GC § 66014 plus authority cited.

Note: A deposit for fees collected on an hourly basis may be collected at the outset of a project based on a reasonable estimate of the fees to be incurred

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Encroachment Permit Processing fee</b>		PHMC 11.05.050 & PW Standards (Res. 87-00)	
<b>Residential</b>			
Sidewalk Repair by homeowner	01-3320		\$0
Curb and gutter repair by homeowner	01-3320		\$96 fee + \$96 per hour inspection (typically 2 hrs)
Curb drain installation	01-3320		\$96 fee + \$96 per hour inspection (typically ½ hr)
Driveway installation	01-3320		\$96 fee + \$96 per hour inspection (typically 2 hrs)
Fence in right-of-way (revocable)	01-3320		\$96 fee + \$96 per hour inspection (typically 1 hr)
Container in right-of-way (temporary)	01-3320		\$96 fee + \$96 per hour inspection (typically ½ hr)
Sewer lateral repair	01-3320		\$96 fee + \$96 per hour inspection (typically 2 ½ hrs)
Swimming pools (right-of-way inspection)	01-3320		\$96 per hour inspection (typically 1 hr)
<b>Commercial / Utilities</b>			
Water District repair single service or hydrant	01-3320		\$96 fee + \$96 per hour inspection
Sewer District	01-3320		\$96 fee + \$96 per hour inspection
Banner	01-3320		\$96 fee

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Sidewalk repair	01-3320		\$96 fee+ \$96 per hour inspection
News Racks	01-3320	PHMC 7.40.040	\$96 per hour (maximum 3 hrs.)
<b>Others</b>			
Temporary Road Closures	01-3320		\$96 fee + \$96 per hour inspection
Contractor working for City			\$0
Encroachment Permit Extension	01-3290	PHMC 15.10.080	\$96
<b>Subdivisions</b>		PHMC 17 & PW Standards (Res. 87-00)	
Final/Parcel Map Review	01-4140	PHMC 17.20.070 & 17.30.060	\$122 per hour
GIS Basemap Revision Fee	01-4520	Contra Costa County Reso. 2007/12	\$100 per parcel
Certificate of Compliance	01-4140	PHMC 17.70.040	\$122 per hour
Subdivision Agreement Extension	01-3290	PHMC 17.20.070	\$218
<b>Improvement Plans</b> (Subdivisions, Redevelopment & Building Permits )		PHMC 17.35.050 & 17.20.070 & PW Standards (Res. 87-00)	
Plan Review & Amendments	01-4140		\$122 per hour
3rd Party Peer Review	01-4140		Actual cost + 10%
Inspection	01-4140		\$96 per hour
Inspection (overtime)	01-4140		\$144 per hour
<b>Grading and Drainage Permit</b>		PHMC 15.10.080 & PW Standards (Res. 87-00)	
Plan Review & Amendments	01-3290		\$122 per hour
3rd Party Peer Review	01-3290		Actual cost + 10%
Geologically Active Sites	01-3290		15% surcharge

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Inspection	01-3290		\$96 per hour
Inspection (overtime)	01-3290		\$144 per hour
Inspection (3rd Party Peer Review of Problem Areas)	01-3290		Actual cost + 10%
Grading Permit Extension	01-3290	PHMC 15.10.080	\$96
<b>Floodplain Development Permit</b>		PHMC 15.15.120	
Plan Review & Amendments	01-3290		\$122 per hour (typically 1 hr)
Inspection	01-3290		\$96 per hour (typically 1 hr)
<b>Other</b>			
Grading / Improvement Permit Transfer Fee	01-3290		\$247
Abandonments / Sale of Excess Property	01-4510	Street & Highway Code § 8356	\$122 per hour
Easement Dedication (utility)	01-4140		\$122 per hour
Flood Zone Information			\$0
Written Report	01-4060		\$68
Survey, if authorized	01-4060		Actual Cost + 10%
Letter of Map Revision Amendment	01-4060		\$122 per hour
Segregation of Assessments	01-4140		Actual Cost + \$122 per hour
Real Estate Disclosure Letter	01-4190		\$112
Consultant Services	01-4190		Actual Cost + 10%
Postage	01-4190		Actual Cost
Compost bin	23-4070		Resident \$75 Nonresident \$100
Stormwater Facilities Inspection	01-4140	PHMC 15.05.080 (B)	\$122 per hour
Stormwater Quality & Erosion Control Inspection	01-4140		\$96 per hour (min. ½ hour per day)
Administrative Services			\$96 per hour
<b>Other Permits</b>			

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<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Parade	01-3390	PHMC 11.20	\$48
Transportation* (House moving or oversize load)	01-4190	Vehicle Code § 35795(b)	\$16
Annual or Repetitive Permit	01-4190	Vehicle Code § 35795(b)	\$101
Block Party	01-3320		\$96

\* Not subject to annual CPI adjustment

## Police Services

DOJ = CA Department of Justice

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Bicycle Licenses</b>		PHMC 10.30.010	
Original License	01-3220		\$3 or current DOJ fee*
Transfer of Ownership	01-3220		\$1 or current DOJ fee*
<b>Alarm Permits</b>	01-4110	PHMC 9.20.110	
User Permit Fee			\$52
User Permit Renewal Fee			\$26
False Alarm Response Fee			\$103
<b>Concealed Weapons Permits</b>		Penal Code § 12054	
Application	01-3390		\$122 + DOJ fee
Fingerprints	01-3390		See Fingerprints
Renewal	01-3390		\$30 + DOJ fee
<b>Fingerprints</b>		PHMC 2.50.040	
Resident	01-4110		\$24 + DOJ fee if applicable
Non-resident	01-4110		\$34 + DOJ fee if applicable
<b>DUI Cost Recovery</b>		Govt. Code § 53156	
Accident	01-4190		\$336
<b>Vehicle Impound Release</b>	01-3390	Vehicle Code § 22850.5	\$112
<b>Massage Permits</b>		PHMC 6.30.180	
Massage establishment permit	01-3390		\$123

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
Massage therapist permit	01-3390		\$123
Outcall massage service permit	01-3390		\$123
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		\$123
<b>Taxi Cab Permits</b>			
Carrier permit	01-3390	PHMC 6.10.210	
Application	01-3390		\$279
Renewal (annual on anniversary date)	01-3390		\$112 for first taxi/ \$34 for each additional taxi
Late payment penalty	01-3390		20% of fee per month up to 100%
Driver Permit		PHMC 6.10.220	
Application	01-3390		\$30
Renewal (annual on anniversary date)	01-3390		\$24
Late payment penalty for renewals	01-3390		20% of fee per month up to 100%
Call box stand or open stand application	01-3390		\$560
Application to City Council for rate change	01-3390		\$279
<b>Towing Services Permits</b>		PHMC 6.35.040	
Owner/operator application processing	01-4110		\$297
<b>Visa letters</b>			
Resident	01-4110		\$24
Non-resident	01-4110		\$34
<b>Weapons Dealers</b>		Penal Code § 12071	
Application	01-3390		\$89
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		\$34

\* Not subject to annual CPI adjustment



<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
<b>Tobacco Retailer's License</b>	01-3390	PHMC 9.45.270	\$ 60/hour (\$500 max)

\* Not subject to annual CPI adjustment

## City Clerk/City Manager

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Annual Subscriptions</b> (City Council, Redevelopment Agency, Planning Commission, Architectural Review Commission)		GC § 6253	
Agendas	01-4190		\$56 per year
Minutes	01-4190		\$56 per year
<b>Copies of Municipal Code or Municipal Code Supplements</b>	01-4190		Actual cost
<b>Minute Orders</b>			
First Page	01-4190		\$3
Each additional page	01-4190		\$2
<b>Document Certification</b>	01-4190		\$11
<b>Permits</b>			
Bingo	01-3390	PHMC 6.40.040	\$39
Entertainment	01-3390	PHMC 6.20.040	\$135 + actual cost of background check
Entertainment - renewal	01-3390		\$68

\* Not subject to annual CPI adjustment

## Finance

Service/Application	Revenue Code	Legal Authority	Current Fee
<b>Accounting Services</b>			
Payroll Services	01-4100		2% of gross payroll
Service Charge on Refunds of Business License	01-4100	PHMC 5.05.220	\$24
Special Payrolls	01-4100		\$68
<b>Copies of Business License List</b>			
Comprehensive In-City List	01-4190		\$34
New Businesses Last 1-12 Months	01-4190		\$11
<b>Copies of Printed Records</b>			
Annual Budget- Line Item Detail	01-4190		\$34
Annual Financial Report	01-4190		Actual Costs
<b>Permits</b>			
Controlled Sales Permit	01-3390	PHMC 6.05.040	\$201
Peddlers Permit	01-3390	PHMC 6.15.060	\$68
<b>Duplicate Business License</b>	01-3150	PHMC 5.05.120	\$16
<b>Finance Charge on Delinquent Invoice*</b>	01-4100		1% per month
<b>Returned Check Charges</b>		Civil Code § 1719	
1 <sup>st</sup> Occurrence*	01-3430		\$26
Each additional occurrence	01-3430		\$38

\* Not subject to annual CPI adjustment

<b>Service/Application</b>	<b>Revenue Code</b>	<b>Legal Authority</b>	<b>Current Fee</b>
<b>Community Room – use of this room is limited to non-profit groups only.</b>		Resolution #33-05	
Refundable security deposit	01-3521		\$112
Rental fee	01-3521		\$56 per use
Rental fee for Pleasant Hill based non-profit org. or govt. entities	01-3521		\$0
Special Setup	01-3525		\$83
False Alarm	01-3525		\$56

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